



Malawi Posts Corporation Request for Quotations (for Works)

Procurement Reference Number: MPC/WORKS/ZA/SC/25/6

To:

.....

.....Date: 10th December, 2025

The Procuring and Disposing Entity named above invites you to submit your quotation for carrying out the Works as described herein. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

1) Description of Works and Location

Supply and Installation of Zomba Post Office Steel Cages .

- 2) Works are to commence within: 14 days** from the date of order.
- 3) Works to be completed within: 90 days** from the date of order.
- 4) Quotations must be valid for 30 days** from the deadline for submission.
- 5) Quotations and supporting documents as specified in Section C must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.**
- 6) Quotations must be received, in sealed envelopes no later than 2: 00 PM on 15th December, 2025**
- 7) Quotations must be returned to the Chairperson of IPDC: Malawi Posts Corporation. P.O Box 602, Blantyre. For more information, contact: The Procurement Manager on 0999351362**
- 8) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) at Section D details the works to be performed. You are requested to quote by completing Sections C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The whole cost of**

Standard Bidding Document for Request for Quotation

performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.

- 9) Payment to the contractor shall be made within **30 days** from the date of receipt of invoice.

Your quotation is to be returned by completing and returning this Form and *Sections D or E including any other information and certification as stated within this RFQ.*

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation:
- 2) Works will commence within **[insert number]** [days/weeks/months] from date of Purchase Order.
- 3) Works will be completed within **[insert number]** [days/weeks/months] from date of Purchase Order.
- 4) Validity period of this quotation is **[insert number]** [days/weeks/months] from the date for receipt of Quotations.
- 5) We attach the following documents:
 - (a) Section D or E of the Request for Quotations completed and signed;
 - (b) A copy of our Trading Licence;
 - (c) A copy of our Annual Tax Clearance Certificate (for last financial year);
 - (d) A list of recent Government contracts performed for the past 3 years: **3 No of Construction Projects** (Attach copies of LPO's and vouchers for previous contracts);
 - (e) A copy of NCIC Certificate;
 - (f) A copy of MSME Certificate; and
 - (g) Environmental Management and safety plan
 - (h) A copy of PPDA certificate
 - (i) Equipment: **10 Tonne Lorry (1 No.), 3 Tonne Lorry (1 No.), Pick up (1 No.), Sets of Steel Scaffolds (10 No.), Wheelbarrows (5 No.), Welding Machines (3 No.), Genset (1)**
 - (j) Personnel (provide copies of CV's and certificates):

- **Site Agent:** BSc Civil Engineering/ BSc Architectural Studies registered with Malawi Institute of Engineers or Board of Architects and Quantity Surveyors or Malawi Institute of Architects with a minimum of 5 Years' Experience.

Standard Bidding Document for Request for Quotation

- **Estimator:** BSc Quantity Surveying registered with the Board of Architects and Quantity Surveyors or Surveyors Institute of Malawi (SIM) with a minimum of 5 Years' experience.
- **Foremen for each of these trades; Bricklaying, Painting, Carpentry and Joinery with 5 years' work experience in one of the following qualifications;**
 - Technician Diploma in Construction (City & Guilds)
 - Malawi Advance Craft Certificate
 - National Trade Test Grade 1
 - Malawi TEVET Advanced Certificate
 - Foremanship Certificate from National Construction Industry Council (NCIC) level 2
- Work related experience of **5 Years** for **2 No. projects of similar nature**
- Average Annual Turn Over for the past 3yrs of **MK50, 000,000.00**

- 6) We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements].
- 7) We have examined and have no reservations to the Request for Quotations Document, including Addenda No: *(Insert Number and date)* of Addenda).
- 8) Our price shall be fixed for the duration of the validity period.
- 9) We declare that our firm, Directors and officials do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

Authorised By: [to be completed by someone who has the power of attorney for the bidder]

Signature _____ Name: _____
:

Position: _____ Date: _____

—

(DD/MM/YY)



Standard Bidding Document for Request for Quotation

Authorised for and on behalf of (Company name):

Company: _____

Registered Address: _____

If any additional documentation is attached to your quotation, a signature and authorisation at Section C and D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section C and D, the quotation may be rejected.

SECTION C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

Item No.	Description of Activity	Price in Kwacha
	Supply and Installation of <u>Zomba Lilongwe Chichiri</u> <u>Post Office</u> <u>Steel Ceages</u> <u>Loading Bay</u>	
	Sub-Total	
	VAT 16.5%	
	NCIC 1%	
	PPDA Levy (1%)	
	Total Lump Sum Price	

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

The following attachments are appended to clarify the Description of Activity:

[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature: _____ Name: _____
e: _____ :

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of: MPC

Standard Bidding Document for Request for Quotation

SECTION D: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

For Contracts where Payment is to be based on Quantities of Work actually performed (admeasurement) at the unit rates quoted

Item No.	Description of Work	Unit of Measure	Estimated Quantity	Unit Price in Kwacha	Total Price in Kwacha
	Supply and Installation of <u>Zomba Lilongwe Chichiri</u> post office <u>steel</u> <u>cages</u> <u>Loading Bay</u>	Each	1		
				Sub-Total Estimated Price	
				VAT 16.5%	
				NCIC Levy	
				PPDA Levy 1%	
				Total Contract Price	

The following attachments are appended to clarify the Description of Work:
[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature: _____ Name: _____
e: _____ :

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____
ny:

	PRELIMINARY AND GENERAL ITEMS	K	t
	PROVIDE FOR THE FOLLOWING ITEMS		
1001	Plant and Equipment		
1002	Contractor's supervision		
1003	Safeguarding the works, plant and materials		
1004	Maintenance of roads and footpaths		
1005	Protection of services		
1006	Protection of existing buildings		
1007	Protection of trees and shrubs		
1008	Working within the site		
1009	Notice Board		
1010	Testing of samples		
1011	Water for works		
1012	Lighting and power for the works		
1013	Avoidance of nuisance to the neighbourhood		
1014	Temporary roads		
1015	Temporary buildings		
1016	Instruments for Project Manager		500,000.00
1017	Temporary telephones		
1018	Temporary screens and boardings		
1019	General scaffolding		
1020	Protecting and cleaning the works		
1021	Removing rubbish		
1022	Insurance / Bond		
1023	Healthy and Safety		
	K		500,000.00
	Page 1.1		

ITEM	DESCRIPTION	QTY	UNIT	RATE	K	T
A	<p><u>CAGE</u></p> <p><u>Steelwork</u></p> <p>Supply and install 4270 x 2740 x 2420 high steel cage comprising of 200mm galvanised steel poles, 50mm mild steel flat bars and expanded wire to match the existing cages</p>	1	No			
	To Summary					
	SUPPLY AND INSTALLATION OF STEEL CAGES					Page No. 2/1

B	SUMMARY	Page No.		K	T
A	Cage	Page No. 2/1			
	To Main Summary				
	SUPPLY AND INSTALLATION OF STEEL CAGES				Page No. 2/2

SUPPLY AND INSTALLATION OF STEEL CAGES

BILL NO.	MAIN SUMMARY		PAGE NO	NO.	AMOUNT
1	PRELIMINARIES AND GENERAL ITEMS				
2	CAGE				-
	SUB TOTAL A				-
	<u>CONTINGENCY</u>				
	ADD: For physical or price contingency to be used expended or deducted at the descretion of the Architect / Supervising Officer		5%		-
	SUB TOTAL B				-
	Value Added Tax	VAT	16.50%		-
	NCIC LEVY	LEVY	1%		-
	PPDA LEVY	LEVY	1%		-
	TOTAL CARRIED TO FORM OF TENDER				-